



DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
3416 Goni Road, Suite D132
Carson City, NV 89706
Telephone (775) 687-4210 • Fax (775) 687-0574
<http://adsd.nv.gov>

Executive Assistant
AGING AND DISABILITY SERVICES DIVISION
Carson City, Nevada
Salary up to \$56,265 (employee-employer paid retirement plan)

The Department of Health and Human Services is seeking qualified candidates for the position of Executive Assistant, Aging and Disability Services Division (ADSD).

Under General administrative direction, this position functions as administrative and/or program support for the Division Administrator. Incumbent will supervise agency supported board and commission meetings and coordinate public records requests. Incumbent will support and track agency legislative, statutory and regulatory revisions and reporting. Assignments will include special projects as assigned. Incumbent will supervise and manage a small team of administrative staff.

QUALIFICATIONS: Minimum of five years of executive assistant experience required, with overall experience of at least ten years preferred. Candidate should have a working knowledge of Microsoft Word, Excel, and PowerPoint, and the ability to manage a complex schedule.

LOCATION: The position is located in Nevada's capital, Carson City, with a population of 55,000. Carson City, located in Northern Nevada, is in close proximity to Reno, Lake Tahoe, and the Sierra Nevada mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, and fishing.

BENEFITS: Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

TO APPLY:

Submit resume to: Sherri Vondrak
Human Resources Manager
Aging and Disability Services
3416 Goni Rd. Bldg D, #132
Carson City, NV 89706
Telephone: 775-684-4219
E-mail: SVondrak@adsd.nv.gov

Resume must include a detailed description of employment history to include name and addresses of employers, scope of responsibilities, reasons for leaving, salary history, and professional references. Also please include a cover letter and indicate how you heard about this position. If you heard about this position through a website, please specify which website. A criminal history background check is required as a condition of employment.